

Embassy of the United States of America Bamako, Mali Management Notice

MANAGEMENT NO.: S12-041

DATE: April 2, 2012

SUBJECT: ANNOUNCEMENT NUMBER 12-08

OPEN TO: All Interested Candidates

POSITION: Carpenter, FSN-04, FP-AA

OPENING DATE: April 2, 2012

CLOSING DATE: April 16, 2012

WORK HOURS: Full-time 40 hours week

SALARY: Ordinary Resident: CFA 2,102,924 per year
(Starting salary before benefits and allowances)
Position grade: FSN-04

*Not-Ordinarily Resident (NOR): US\$24,518 per year
(Starting salary Position grade: FP-AA to be confirmed by
Washington)

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK
AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bamako is seeking an individual for the position of Carpenter in the Embassy's Facility Management Section.

BASIC FUNCTION OF POSITION:

The Incumbent performs a full range of carpentry duties to include but not limited to the maintenance and repair to the USG owned or leased residential and office buildings; participation in full- scale construction and rehabilitation of buildings, construction of cabinets, screened doors and windows, shelves, tables, installation of locks and cutting. May work

independently in some cases on preventive maintenance projects as part of carpentry crew, and may oversee/coordinate the work of temporary trade helpers and laborers assigned to him. The incumbent should be aware of Sound Safety Practices.

QUALIFICATIONS REQUIRED:

- Completion of elementary school. Completion of vocational training or apprenticeship recognized as producing journeyman carpenter skills.
- Two years of practical experience.
- English and French level I required.
- Knowledge and skills in using the basic accepted trade methods and techniques at the journeyman level so as to construct assemble and maintain a variety of wooden items, structures, office and shop furniture, shipping containers and similar support items. Basic knowledge of characteristics, strength and machining properties of various woods and wood properties to select the best suited for assigned work order/project.
- Skills required in setting up, adjusting and operating various wood cutting machines, power tools and hand tools of the trade. Ability to read, interpret and apply specifications, blueprints, and sketches. Possess mathematical ability sufficient to plan and measure materials according to instructions and specifications.

SELECTION PROCESS:

When fully qualified, U.S. Citizens Eligible Family Members (USEFMs) and U.S Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174) available on <http://mali.usembassy.gov> or at the U.S. Embassy's main entrance; Applicant must specify on the third page of the Employment Forms (DS-174) part 24, their English knowledge level;
2. A current resume or curriculum vitae that provides the same information as the form; plus;
3. Any other documentation (e.g., copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office - HROBamako@state.gov or at the U.S Embassy's main entrance
Attention: Human Resources Officer
American Embassy, B.P. 34, Bamako, Mali.

POINT OF CONTACT

HRO: 2070- 2511/2316 FAX: (223) 2070-2348.

CLOSING DATE FOR THIS POSITION: APRIL 16, 2012

The U.S. Mission in Bamako, Mali, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A: Definitions

1. Non-Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

2. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the University Application for Employment (UAE).

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References